

Minimum Qualification Specifications
for the Class:

CAPITAL IMPROVEMENTS COORDINATOR
(CAPITAL IMPROVEMENTS COORD)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree in architecture, architectural engineering or civil engineering.

Excess work experience as described under the Experience Requirements below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the above majors may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

Three (3) years of progressively responsible experience in one or a combination of the types described below:

- A. Professional experience which involved the preparation of designs, plans, specifications, contracts estimates and reports for various types of buildings and installations; and the inspection of construction work to insure conformance with designs, plans, specifications and contract agreements.
- B. Progressively responsible experience which involved responsibility for developing the capital improvement plans and budget for an agency; serving in a liaison capacity between management officials of the agency and officials of architectural firms and construction companies; preparing designs, layouts,

plans and specifications for the construction, alteration and repair of buildings and structures; and inspecting of buildings and structures for workmanship and compliance with the provisions of building and zoning codes and ordinances, and according to approved plans and specifications.

Substitution Allowed

Completion of thirty (30) semester credit hours of graduate study or of all the graduate study required for a master's degree from an accredited college or university in architecture or architectural engineering may be substituted for one (1) year of the Experience Requirement.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class CAPITAL IMPROVEMENTS COORDINATOR (COORD), which were approved on May 08, 1968.

Date Approved: 11/10/14 
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Department of Human Resources Development